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LAW DEPARTMENT

OFFICE MEMORANDUM

The 30th August, 2024

Sub: Revision of travelling allowance in respect of Judicial Officers.

No.12412—VJ-70/2024/L.—Consequent upon implementation of ORSP Rules, 2017, State Government have revised the Travelling Allowance (T.A.) and the rate of Daily Allowance (D.A) on tour and transfer in respect of Government Servant vide Finance Department Office Memorandum No. 6743/F., dated the 14th March, 2024.

In the meantime, Scales of pay of Judicial Officers of the State have been revised with effect from dated 1st January, 2016 as per recommendation of Hon'ble Justice P.V. Reddy Commission. Accordingly, Government after careful consideration have been pleased to revise Travelling Allowance (T.A) and Daily Allowance (D.A.) on tour and transfer in respect of Judicial Officers in the following manner:

Rank	Pay Level
Civil Judge (Jr. Div.)	J-1 to J-3
Civil Judge (Sr. Div.)	J-3 to J-5
District Judge	J-5 to J-7

2. Entitlements for journeys on tour by Air / Train:

Now, the provisions regarding entitlements of Judicial Officers for journeys on tour by Air and by Train is modified as follows:

Rank & Pay Level	Travel Entitlement	
	Inside the Country	Outside the country
District Judge (J5 to J7)	Business/Economy class by Air or AC-I by Train	Business/ Club class by Air

Civil Judge (Sr. Div.) (J3 to J5)	Economy class by Air or AC-I by Train	Economy class by Air
Civil Judge (Jr. Div.) (J1 to J3)	Economy class by Air or AC-II by Train	Economy class by Air

NB:- i) Approval of Competent Authority shall be taken for all journeys as per OTA Rules.

- ii) For air journey, Judicial Officers shall submit the air ticket along with original Boarding/e-Boarding pass.
- iii) While booking air tickets, the comparative, reasonable & rational air fare in shortest direct route shall be taken into consideration as per the eligibility class of the concerned Judicial Officers.
- iv) The Judicial Officers in the Rank of Civil Judge (Jr. Div. & Sr. Div.) While on official tour to outside the country, shall travel in Economy class by Air subject to approval of their Administrative Department.

3. Entitlement for journey on tour by Road inside the State:

Rank & Pay Level	Travel Entitlement
District Judge (J5 to J7)	Actual fare by any type of public transport including AC Bus/ AC Taxi
Civil Judge (Sr. Div.) (J3 to J5)	Actual fare by any type of public transport including AC Bus/ AC Taxi
Civil Judge (Jr. Div.) (J1 to J3)	Actual fare by any type of public transport including AC Bus/ AC Taxi

4. Daily Allowance on Tour:

Rank & Pay Level	Rate of DA inside State per day	Rate of DA outside State per day
District Judge (J5 to J7)	Rs.800/-	Rs.1200/-
Civil Judge (Sr. Div.) (J3 to J5)	Rs.600/-	Rs.1000/-
Civil Judge (Jr. Div.) (J1 to J3)	Rs.450/-	Rs.900/-

5. Reimbursement of Hotel accommodation charges on tour outside the State.

Reimbursement of Hotel accommodation charges by Judicial Officers of various grades when no Government accommodation is available while on tour outside the State as provided under Rule-65(d)(i) and (ii) of OTA Rules is revised at the following rates:

Rank & Pay Level	Reimbursement of Hotel accommodation charges outside the State subject to production of Voucher
District Judge (J5 to J7)	Up to Rs.6000/- per day
Civil Judge (Sr. Div.) (J3 to J5)	Up to Rs.4500/- per day
Civil Judge (Jr. Div.) (J1 to J3)	Up to Rs.3000/- per day

N.B.-In case of non-availability of accommodation in Odisha Bhawan/Odisha Niwas/Utkal Bhawan while on tour to Delhi, Mumbai, Chennai & Kolkata respectively, the Judicial Officer can avail the above benefit of reimbursement of Hotel accommodation. However, Judicial Officer has to furnish a copy of requisition letter sent to Home Department for reservation of accommodation or non-availability of accommodation letter in the aforementioned Bhawan/Niwas while submitting the claims.

6. Conveyance hiring charges at any place of halt outside the State:

The maximum limit of conveyance hiring charges at any place of halt outside the state while on tour as admissible in favour of Judicial Officer under rule 79(iii) of OTA Rules as follows:

Pay level in the pay matrix	Reimbursement of Taxi Charge per day
J-1 & above	Reimbursement of AC Taxi Charges as per actual expenditure commensurate with official engagements for travel within the city up to maximum ceiling of

N.B.- For the claim for hiring charges of official tour outside the State, the Judicial Officer will be required to produce the Bill/invoice. If claim is within Rs.1000/- per day, it will be admissible subject to production of self-declaration to that effect by the concerned Officer.

7. Road Mileage Allowance for Journey on tour by own vehicle:

The rates of Road Mileage Allowance for Journeys on tour by own vehicle are revised as follows:

Pay level in the pay matrix	Entitlement
J-1 & above	Rs.15/- per km for journeys performed in own car and Rs.7/- per km for journey performed in own scooter, motor cycle, moped etc.

N.B:- The use of own motor vehicle by Judicial Officer for official tour inside the State shall be allowed with approval of Heads of Department/Controlling Authority where no Official Vehicle is available.

8. Transportation of conveyance by road on transfer:

The Judicial Officers are entitled for transfer grant & transportation of conveyance by road on transfer as per FD Resolution No.21451/F., dated the 30th July, 2024.

9. This shall come into effect from the date of issue of the Office memorandum.

This has been concurred in by Finance Department vide their OSWAS File No. FINGS2-MISC-0041-2024

By Order of the Governor
MANAS RANJAN BARIK
Principal Secretary to Government